Indiana Department of Education
SUPPORTING STUDENT SUCCESS

Diagnostic Assessment Tools
Grades K–2 and/or 3–8

Submission Deadline:
Monday, March 9, 2009
diagnostic-application@doe.in.gov

NOTE: DOCUMENT MUST BE RECEIVED ON OR BEFORE THE MARCH 9, 2009 DEADLINE FOR 2009-2010 IMPLEMENTATION OF THE DIAGNOSTIC ASSESSMENT TOOLS.

OVERVIEW

Beginning in the fall of 2008, Indiana began helping teachers improve student learning by offering computer-based instructional tools (Wireless Generation and Acuity) to local schools on a voluntary basis. These resources offer educators unlimited access to on-demand diagnostic checkups of student progress, along with benchmark assessments from kindergarten through grade 8.

Designed to offer immediate feedback on student mastery of state academic standards, these state-provided resources help Indiana teachers better diagnose student learning needs, focus instruction accordingly, and predict whether students are on track to pass ISTEP+ at the end of the year. The computerized tools support reading and math instruction for grades K-2 with expanded support for grades 3-8 in English/language arts, math, science and social studies.

Statewide rollout

The K-8 diagnostic instructional tools are part of a larger ongoing effort by the Indiana Department of Education and State Board of Education. The computer-based instructional tools will be phased in statewide over four years.

APPLICATION PROCESS AND TIMELINE

Schools and/or school corporations who are interested in applying for the diagnostic tools should complete the highlighted portions of the process indicated below.

1. Complete survey by February 27, 2009.
   http://www.surveymonkey.com/s.aspx?sm=gB_2fflaIheC3MMSrqYKyAcw_3d_3d

2. An email containing the *Excel Spreadsheet Application* will be sent to the survey respondent from diagnostic-application@doe.in.gov.

3. Complete *Excel Spreadsheet Application* and submit electronically by March 9, 2009.

4. An email will be sent to the Superintendent for signoff by March 11, 2009.

5. Signoff completed by Superintendent by March 18, 2009.

February 17, 2009	Application Survey window opens
February 17-March 9, 2009	Questions can be submitted at cflores@doe.in.gov
February 27, 2009	Application Survey window closes
March 9, 2009	Application (Excel Spreadsheet) submission deadline
March 11, 2009	Signoff email sent to Superintendent
March 27, 2009	Notification

APPLICANT ASSISTANCE

> **Complete Applications (Excel Spreadsheet)**
> **must be received NO LATER THAN 4:30 P.M.**
> **on Monday, March 9, 2009**

►**Who is eligible to apply for the Diagnostic Assessment Tools?**
Public schools may apply if they agree to the conditions listed in this application.

►**Whom do we contact for assistance with the application process?**
For assistance related to the application process, please contact:

Charity Flores
Indiana Department of Education
Office of Student Assessment
cflores@doe.in.gov

►Whom do we contact with questions relating to policy decisions regarding use of the tools?

For additional assistance related to the policy decisions regarding and/or use of Indiana's diagnostic assessment tools, please contact:

> Michele Walker
> Indiana Department of Education
> Office of Student Assessment
> mwalker@doe.in.gov

►To whom do we send the completed application?

Please complete the Application (Excel Spreadsheet) and submit via email on or before **Monday, March 9, 2009** to:

> Charity Flores
> diagnostic-application@doe.in.gov

**PLEASE BE ADVISED THAT ONLY APPLICATIONS
SUBMITTED VIA EMAIL WILL BE ACCEPTED.**

**APPLICATIONS WILL NOT BE ACCEPTED VIA
USPS, UPS, FEDEX OR BY FAX.**

*FOR DIFFICULTIES REGARDING SUBMISSION VIA EMAIL, PLEASE CONTACT CHARITY FLORES
(cflores@doe.in.gov).*

PROGRAM BACKGROUND

In 2007, the Indiana Department of Education issued a Request for Proposal (RFP) seeking services to support Indiana's Statewide Assessment System. As part of that RFP, the need for diagnostic tools to help support curriculum, instruction, and assessment in Indiana's schools was highlighted. The RFP asked providers to outline plans for two grade spans: K-2 and 3-8. Through a formal and concentrated review process, the State selected two providers to offer these services: Wireless Generation (K-2) and CTB/McGraw Hill (3-8). Brief descriptions of both providers' services are delineated below:

►The K-2 DIAGNOSTIC ASSESSMENT TOOLS include English/language arts and mathematics assessment options that enable teachers to target instruction to each student's needs and to monitor each student's progress toward mastery, including:

> ➢ The English/language arts tool, *mCLASS®: Reading 3D™*, is a combination of Dynamic Indicators of Basic Early Literacy Skills (DIBELS®) and Reading Records, which are seamlessly integrated.

- o DIBELS® alerts teachers to problems in student learning and informs teachers of student progress.
- o The Reading Records help teachers identify and track error patterns, reading strategies, and comprehension.

➢ The mathematics tool, *mCLASS®: Math* is used to help identify students at-risk of acquiring proficient early math skills and aids teachers in learning more about students' mathematical thinking.
- o *mCLASS®: Math* also offers suggestions for teachers in how to approach instruction after uncovering student information.

Please visit: http://www.wgen.net/products.php?prod=mClass:Reading3D (*mCLASS®: Reading 3D™*) and http://www.wgen.net/products.php?prod=mClass:Math (*mCLASS®: Math*).

	Reading 3D	Math
BOY	Aug. 24 – Sept. 18	Sept. 21 – Oct. 16
MOY	Jan. 11 – Jan. 29	Feb. 1 – Feb. 19
EOY	Apr. 26 – May 14	May 3 – May 21

BOY = Beginning of Year assessment windows

MOY = Middle of Year assessment windows

EOY = End of Year assessment windows

► The **IDOE ACUITY G3-8 ACUITY ASSESSMENT SYSTEM** includes standard formative tests in English/Language Arts, Mathematics, Science, and Social Studies. Assessment reports provide standards aligned performance data which support an educator's ability to inform instruction by student, class, school, or School Corporation. There are three types of assessments available in the online Acuity assessment system (pencil/paper administration option available):

Assessment Type	Frequency of Windows	Purpose	Item Type
Predictive	3 (A, B, C)	Predicts ISTEP+ performance and measure student progress over time	MC and OE
Diagnostic	4 (1, 2, 3, 4)	Provides real-time standards-aligned performance data	MC only
Custom	Dependent upon teacher creation	On-demand tools created by teachers to align to specific skills or standards	MC and OE

Information about Acuity and its use can be found at: http://www.acuityforschool.com.

Acuity Grades 3-8 Assessments ELA, Math, Science, Social Studies	Testing Window 2009	Testing Window 2010
Acuity **Predictive** A ELA/Math	9/28 – 10/9	
Acuity **Predictive** B ELA/Math	11/30 – 12/11	
Acuity **Predictive** C ELA/Math		2/11-2/27
Acuity **Predictive** Science B	12/7 – 12/18	
Acuity **Predictive** Social Studies B	12/7 – 12/18	
Acuity **Predictive** Science C		2/8 – 2/19
Acuity **Predictive** Social Studies C		2/8 – 2/19
Acuity **Diagnostic** 1 ELA/Math/SC/SS	10/19 – 10/30	
Acuity **Diagnostic** 2 ELA/Math/SC/SS		1/4 – 1/15
Acuity **Diagnostic** 3 ELA/Math/SC/SS		3/15 – 3/26
Acuity **Diagnostic** 4 ELA/Math/SC/SS		5/10 – 5/21

APPLICANT REQUIREMENTS

Public schools and public charter schools can apply for either or both of the programs noted (K-2 or 3-8). Applications are to be completed at the **school-level**, and the eligibility criteria are listed below:

K-2 Diagnostic Assessment Tools Eligibility Criteria

► **Implementation commitment** includes:
   1) Obtaining and utilizing "Palm" devices to assess students in the areas of Reading and Mathematics. The data is uploaded to the Wireless Generation database where it can be accessed by teachers and administrators to plan and individualize instruction to meet the needs of students.
   2) Procuring teacher kits for $154 from Wireless Generation as needed. The recommended ratio is one kit per teacher;
   3) Holding a 1-2 hour implementation kickoff meeting with IDOE/Wireless Generation to: a) create and review implementation timeline, b) define your corporation/school requirements and specifications, c) receive administration account for data submission, d) review directions for data submission, and e) schedule software installation. This

meeting would include school and corporation representatives, would be facilitated via conference call, and would last approximately one hour;

4) Collecting and submitting staff and student roster data (including STNs) via secure Web site;

5) Assessing **at least 75%** of students in each class with *mCLASS®* formative assessments for each of the three benchmark periods in DIBELS®, Text Reading and Comprehension, and Math;

6) Receiving and reviewing administrative reports as defined in implementation kickoff; and

7) Reviewing administration and intervention goals for student improvement (see the *mCLASS®* Road Map and Welcome Guide).

► **Team establishment** includes securing teams at **both** the corporation and the school level that consist of four distinct roles, resulting in two to four individuals, depending on the size/arrangement of the school and corporation:

1) <u>One Key Contact:</u> The Key Contact is a corporation contact who acts as a project manager. This person is the primary contact for your *mCLASS®* project and works with the Wireless Generation Implementation Team to coordinate the implementation process and confirm decisions to help keep the project on schedule;

2) <u>One Enrollment Contact:</u> The Enrollment Contact coordinates the collection of school, staff, and student data throughout your institution and works to update the information as necessary. The Enrollment Contact is often the individual who maintains your institution's student information system;

3) <u>One Technology Contact:</u> The Technology Contact installs the software and provides ongoing technical support. The Technology Contact may be your corporation's or school's technology coordinator. The Technology Contact should be familiar with your institution's computer software and network configuration, and must have administrative access to your network; and

4) <u>One Curriculum Contact:</u> The Curriculum Contact works with Wireless Generation to set up mCLASS assessment training and works with teachers to provide ongoing professional development. The Curriculum Contact may be your corporation instructional coordinator, school literacy or math specialist, or a curriculum coach.

► **Technology requirements** include:

1) Purchasing one compatible handheld device for each 20 students participating;

2) Participating in detailed conversations with Wireless Generation staff regarding the coordination and planning of the K-2 Diagnostic Assessment Tool software and related components; and

3) Installing conduit software on Sync Station computers, and training lab computers, and syncing each PDA to install *mCLASS®* software.

► **Training time** includes:
1) Sending one to four members (curriculum coaches, facilitators, or master teachers) from each participating school and one representative from the corporation to *mCLASS® training-of-trainer* sessions for *mCLASS®: Reading 3D™* and *mCLASS®: Math* (schedule to be determined by Wireless Generation and IDOE). This training will take place on three consecutive days over the summer;
2) Scheduling and delivering teacher training and/or leader training on *mCLASS®* assessments for staff at participating schools (curriculum coach, facilitator, and/or master teacher that attended the training sessions to provide this training for their school), which will take one full day <u>before</u> using it with students and will require up to three days throughout the first six months of use; and
3) Sending at least one school-level participant and one corporation-level participant to one of the five Regional Leadership Institutes for Principals and Administrators (schedule to be determined by IDOE and Wireless Generation), which will take one day.

3-8 Diagnostic Assessment Tools Eligibility Criteria

► **Implementation commitment** includes:
1) Participating in a 1-2 hour implementation kickoff meeting with Acuity Implementation Team, to:
   a. Create implementation milestones (defining your school requirements and specifications)
   b. Review Implementation documents provided by CTB/McGraw-Hill
   c. Review Implementation Timeline provided by CTB/McGraw-Hill
   d. Receive administration account for data submission
   e. Review directions for data submission
   f. Schedule software installation;
2) Collecting and submitting staff and student data (including STNs) via secure Web site;
3) Assessing **at least 75%** of students in each class with Acuity formative assessments in grades 3-8 for English/language arts, mathematics, science, and social studies; and
4) Receiving and reviewing administrative reports as defined in implementation kickoff.

   *As part of the IDOE Acuity assessment program requirements, school corporations must agree to choose either the Predictive or Diagnostic assessments and administer ALL assessments for each testing window.

► **Team establishment** includes securing teams at **both** the corporation and the school level that consist of five distinct roles, resulting in two to four individuals, depending on the size/arrangement of the school and corporation:
1) <u>One Primary Assessment Key Contact:</u> The Key Contact is, a corporation contact, usually the Test Coordinator or Assessment Director. This person is the primary contact for CTB/McGraw-Hill and works with them to ensure School Corporation implementation of the Acuity assessment system.
2) <u>One Database (Enrollment) Contact:</u> The Database Contact coordinates the collection of school, staff, and student data throughout your institution and uploads/updates the

Acuity information as necessary. The Database Contact is often the individual who maintains your institution's student information system.

3) <u>One Technology Contact:</u> The Technology Contact coordinates the installation of an appliance server which provides access to Acuity. Acuity is a web based assessment system supported by a local appliance server. The Technology Contact should be familiar with your institution's computer software, network configuration, and must have administrative access to your network.

4) <u>One Training/Professional Development (Curriculum) Contact:</u> The Training Contact works with CTB/McGraw-Hill to identify attendees for the Acuity Train-the-Trainer sessions or customized workshops.   This person assists with Acuity Train-the-Trainer workshop registrations and updates. The Training/Professional Development contact may be your corporation assessment/testing director or similar function.

5) <u>Acuity Trainers:</u> Acuity Trainers are school educators/staff who attend the two IDOE Acuity workshops and are responsible for coordinating and delivering Acuity trainer to building level users.

► **Technology requirements** include:

1) Participating in conversations with CTB/McGraw-Hill regarding the coordination and installation of the G3-8 Acuity appliance server and all end user desktop requirements.

► **Training time** includes:

1) Sending at least two members (a curriculum coach, facilitator, or master teacher) from each participating school to two Acuity training-the-trainer workshops. This training will take up to one day prior to implementation and one day after the first assessment:
    Workshop #1: Introduction to Acuity (end of August)
    Workshop #2: Acuity Data Analysis and Resources (mid-late October);

2) Coordinating Acuity training schedule and delivering teachers training and/or leaders training on Acuity for staff at participating schools; and

3) Scheduling and delivering teachers training and/or leaders training on Acuity formative assessments for staff at participating schools (curriculum coach, facilitator, or master teacher that attended train the trainers to provide this training for their school), which will take one full day <u>before</u> using it with students and will require up to three days throughout the first six months of use.

APPLICATION REVIEW

Applications will be reviewed by IDOE staff for completeness and compliance with the eligibility criteria set forth in this document. Any questions about significant omissions from an application or about eligibility will be referred to the contact noted on the application. If, in the judgment of IDOE, an application is late, incomplete, or does not adhere to the eligibility guidelines set forth, the contact noted may receive questions for clarification. Schools selected for participation for the 2009-2010 school year will receive notification by March 27, 2009.

PLEASE NOTE: SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE STATE-FUNDED PARTICIPATION DUE TO BUDGET LIMITATIONS.

APPLICATION SECTIONS

The application process is divided into two parts: If eligible, through this application process, schools within corporations can apply for either or both of the programs noted (K-2 or 3-8). During this time, modifications can be made for schools currently participating in the state rollout. If a school wishes to increase grade level participation within their building, an Excel spreadsheet will need to be submitted and approved.

In order to be reviewed, applicants must complete the Application (Excel Spreadsheet) and then submit electronically on or before Monday, March 9, 2009 to:

>Charity Flores
>diagnostic-application@doe.in.gov